

City of Fort Worth, Texas

Job Description

Classification Title	Emergency Management Coordinator		
Job Code:	MG1241	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates and supervises emergency management and homeland security operations during natural or man-made emergencies and disasters, pandemics and acts of terrorism including program activities and community preparedness; develops community wide warning systems; represents the City in regional, state and national boards and committees; and provides expert testimony for state and congressional hearings related to emergency management.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
3. Directs, coordinates and reviews the work plan for assigned emergency operations services and activities; monitors work flow; review; evaluates work products, methods and procedures; and meets with employees to identify and resolve problems.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned emergency response programs, service delivery methods and procedures; and works with employees on the continuous improvement of services to citizens.
5. Develops community warning tools, notification systems and the policies, procedures and training programs for the effective and efficient dissemination of emergency information.
6. Oversees and ensures the proper implementation of emergency operations plans for various emergency situations; and monitors the preparedness of emergency response staff.
7. Ensures readiness and proper operation of the Emergency Operations Center and the Radio Amateur Civil Emergency Service group of volunteers.

8. Provides technical assistance and advice to various City departments in planning for emergency and disaster situations.
9. Develops, maintains and administers Fire Department emergency operations regulations, standard operating procedures, informational bulletins and other various forms and documentation.
10. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
11. Provides staff assistance to the Fire Chief; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Represents the City in regional, statewide and national committees, boards, commissions, roundtables, forums and hearings to develop emergency plans and agreements and negotiate and secure support and funding.
13. Coordinates emergency management and operational activities with those of other divisions and outside agencies and organizations.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of an emergency management program.
 - Modern and complex principles and practices of emergency management program development and implementation.
 - Emergency Operations Center operations, procedures, incident command system, national response plan, shelter operations, damage assessments and disaster declaration process.
 - Methods and techniques of emergency response as related to multi-alarm fires, severe weather, flooding or utility and power outages.
 - Plan development, exercise formulation, hazard identification and risk analysis.
 - City and community operations, services, methods, techniques, activities, policies and procedures necessary to effect and effective emergency response.
 - Operational characteristics of a city emergency response program.
 - Program development and assessment.
 - Principles of reporting.
 - Principles of municipal budget preparation and control.
 - Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**
 - Decision making and judgment.
 - Organization and time management.
 - Prioritization.
 - Identifying sensitive community and organizational issues and needs.
 - Public speaking.
 - Meeting facilitation.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective emergency operation services.
 - Participate in and complete the Federal Emergency Management Agency Professional Development Series courses.
 - Ensure readiness and proper operation of the Emergency Operations Center and volunteers.
 - Identify hazardous conditions requiring alerting and notifications.
 - Provide technical assistance to various City departments in planning for emergency situations.
 - Research, analyze and assess programs, policies and operational needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Interpret and explain City emergency operations policies and procedures.
 - Prepare clear and concise reports.
 - Remain calm during periods of high activity and stress.
 - Respond to sensitive inquiries, situations, complaints and issues.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in emergency planning, public administration, or a related field and five years of responsible emergency management or disaster response experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

Possession of, or ability to obtain, an appropriate, valid technician level amateur radio license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.